

POSITION DESCRIPTION <i>(Please Read Instructions on the Back)</i>										1. Agency Position No.									
2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation <i>(Show any positions replaced)</i> Standard Position description #9502S Covered under 5 U.S.C. 8336(c) & 8412(d) in the secondary/administrative category. (Standard Pos. Description)			3. Service <input type="checkbox"/> Hdqtrs <input type="checkbox"/> Field			4. Employing Office Location			5. Duty Station			6. OPM Certification No.							
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt			8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest			9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted <i>(Specify in Remarks)</i> <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)			11. Position Is		12. Sensitivity		13. Competitive Level Code		14. Agency Use	
												<input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither		<input type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive					
15. Classified/Graded by		Official Title of Position					Pay Plan		Occupational Code		Grade		Initials		Date				
a. Office of Personnel Management																			
b. Department, Agency or Establishment																			
c. Second Level Review		Fire Management Coordinator					GS		401		12				3-24-95				
d. First Level Review		Fire Management Coordinator					GS		401		12								
e. Recommended by Supervisor or Initiating Office																			
16. Organizational Title of Position <i>(if different from official title)</i>							17. Name of Employee <i>(if vacant, specify)</i>												
18. Department, Agency, or Establishment Department of the Interior							c. Third Subdivision												
a. First Subdivision U.S. Fish and Wildlife Service							d. Fourth Subdivision												
b. Second Subdivision							e. Fifth Subdivision												
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.							Signature of Employee <i>(optional)</i>												
20. Supervisory Certification. <i>I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that</i>							<i>this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.</i>												
a. Typed Name and Title of Immediate Supervisor							b. Typed Name and Title of Higher-Level Supervisor or Manager <i>(optional)</i>												
Signature _____ Date _____							Signature _____ Date _____												
21. Classification/Job Grading Certification. <i>I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.</i>							22. Position Classification Standards Used in Classifying/Grading Position												
Typed Name and Title of Official Taking Action							See evaluation statement.												
Signature _____ Date _____							Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.												
23. Position Review		Initials		Date		Initials		Date		Initials		Date		Initials		Date			
a. Employee <i>(optional)</i>																			
b. Supervisor																			
c. Classifier																			
24. Remarks Fire Fighter retirement coverage approved by DOI on May 5, 1995. No changes to this PD may be made except amendments. SPD #9502S initially dated 3/24/95.																			
25. Description of Major Duties and Responsibilities <i>(See Attached)</i>																			

POSITION DESCRIPTION (Please Read Instruction on the Back)

1. Agency Position No.
SOA9502

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		6. OPM Certification No.	
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt				8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests				9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR)				11. Position Is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1- Non Sensitive <input type="checkbox"/> 3- Critical Sensitive <input checked="" type="checkbox"/> 2- Noncritical Sensitive <input type="checkbox"/> 4- Special Sensitive		13. Competitive Level Code	
								14. Agency Use	

15. Classified/Graded by		Official Title of Position		Pay Plan		Occupational Code		Grade		Initials		Date	
a. U.S. Office of Personnel Management		Department of the Interior, FLERT Specialist		GS		0401		11					
b. Department, Agency or Establishment		Fire Management Coordinator		Law Enforcement				Sec/Supvy					
c. Second Level Review													
d. First Level Review		Fire Management Coordinator		GS		0401		11					
e. Recommended by Supervisor or Initiating Office													

16. Organizational Title of Position (If different from official title)		17. Name of Employee (If vacant, specify)	

18. Department, Agency, or Establishment Department of the Interior		c. Third Subdivision	
a. First Subdivision U.S. Fish and Wildlife Service		d. Fourth Subdivision	
b. Second Subdivision Regions		e. Fifth Subdivision	
		Signature of Employee (optional)	

19. Employee Review--This is an accurate description of the major duties and responsibilities of my position.

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the

knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)	
Signature		Signature	
Date		Date	

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position
Ser. Def. for GS-401; GS-460, 1/99.

Typed Name and Title of Official Taking Action		Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.	
Signature			
Date			

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks
FPL GS-12. SPD Servicewide. STATEMENT OF DIFFERENCE: Job Classified 1 grade lower as GS-11. Performs kinds of duties as attached pd, but under closer supervision.

Paul Ange 7-13-02
APPROVED FOR SERVICWIDE USE

25. Description of Major Duties and Responsibilities (See Attached)

Standard Position Description # 9502S

FIRE MANAGEMENT COORDINATOR, GS-401-12

INTRODUCTION

The incumbent of this position serves as the Regional Fire Management Coordinator for the Region. Responsible for providing long-range fire management program planning, program coordination and evaluation for the fire management program and related activities including the overall fire program planning and management at Refuges, Hatcheries, and Research facilities.

MAJOR DUTIES AND RESPONSIBILITIES

Serves as the technical authority in fire management in a region with responsibility for: (1) providing technical advice and guidance to the Assistant Regional Director (ARD) Refuges and Wildlife; and (2) providing technical guidance, program review and development, coordination, and leadership to Refuge Fire Management Officers and the regional fire management program.

Formulates and develops regional fire management policies and programs for fire suppression and presuppression, prescribed burning operations, fire evaluations, fire arson investigation, and habitat management objectives.

Serves as consultant and authoritative expert to the Regional Director and staff on the use of fire as a management “tool” in achieving overall fire management objectives. Formulates regional policies, plans, and programs necessary for the administration of regional fire management activities.

Directs the development and establishment of regional coordination plans, standards, and technical guides to comply with national guidelines and policy for:

- (1) Fire Program Management - includes fire management plans, presuppression and suppression activities, fire evaluations, fire trespass, prescribed burning and smoke management;
- (2) Fuels Management - includes fuels inventory methods and procedures, fuel treatment methods and programming, pre-attack planning, and land-use planning and environmental coordination; and
- (3) Fire Management Operations - includes regional mobilization and dispatch coordination, fire prevention, training, logistics, equipment acquisition and deployment, and the fire suppression communications program.

Coordinates aircraft operations and acquisitions pertaining to the use of aircraft for fire suppression, presuppression, and prescribed burning operations for the region.

Prepares program budget and allocates available funds to various refuges for operation and maintenance, presuppression, prevention, prescribed burns, and fuels management.

Prepares and negotiates cooperative fire agreements and contracts within the region with various fire control agencies, such as State forestry departments, county and local fire departments, and other Federal agencies.

Conducts program reviews and site visits on refuges in order to evaluate compliance with policies, objectives and standards, overall effectiveness of operations, and to provide technical assistance in the solution of specific local problems.

Makes recommendations and implements changes in operating procedures or programs to increase effectiveness of operations, and to provide technical assistance in the solution of specific local problems or to correct practices in violation of established regulations or procedures.

Coordinates fire suppression and presuppression actions within the Region; through the ARD -Refuges and Wildlife, recommends priorities and prescribes actions. In the oversight role, has the authority of a "line officer" that may require making immediate decisions concerning priorities for ongoing fire suppression activities, especially in cases where wildfires occur on Service lands and/or where Service forces are committed and suppression forces could not possibly cover all fire situations.

Initiates and request funding for studies in areas such as fire behavior, fire spread, resistance factors, fuels, weather, fire effects and vegetative response. Works closely with research personnel in the development and trial of new methods and approaches relative to the fire management program. Reviews and interprets fire related research material for future use.

Prepares scientific and administrative reports. Utilizes computer models and data management/budget systems to plan, track, and report on fire management projects and accomplishments.

Coordinates fire related training that include interagency coordination, determining course content, setting up course logistics, selecting and notifying attendees, obtaining and distributing course materials, establishing training session locations, and serving as course instructor.

Participates with other Federal and State Wildlife agencies in the organization and operation of Geographic Area Boards in order to provide the most efficient and economical fire suppression operations.

Inspects on-the-ground effectiveness of suppression activities on large-scale fires that occur on refuges throughout the region and may be called upon to accomplish this same analysis on fires at the national level.

(It is anticipated that at least 80 percent of the time and responsibilities of this position will be dedicated to the major duties shown above).

Performs other related duties that may include assistance in forest, habitat, refuge, biological, law

enforcement and environmental education program management.

Factor 1. Knowledge Required by the Position

Professional knowledge of natural resource and land management principles, practices, and concepts including vegetative resources. Working knowledge of soil science and the antiquities and endangered species acts sufficient to serve as technical authority for the full range of duties involved in the development and review of the regional fire management program.

Professional knowledge of fire ecology, fire behavior, fire hazard and risk analysis, fuel volume and flammability assessment, smoke management techniques, meteorology and aircraft operating characteristics sufficient to perform consultative program development and oversight services for the regional fire management program.

Professional knowledge and understanding of principles and practices of refuge management sufficient to devise and incorporate techniques and objectives of fire management into specific regional programs to achieve the complementary effects to protect and enhance fish and wildlife habitat and natural ecosystems.

Ability to gather biological data, evaluate and apply findings, and make recommendations in order to evaluate and improve the Region's fire management program.

Skill in the use of computer models, data bases, and statistical methods to plan and evaluate the effectiveness of regional fire management activities, and to develop related reports.

Thorough knowledge of Service/Departmental fire management policies, procedures, and regulations that covers the management of refuges.

Knowledge and understanding of the latest developments in fire suppression, prescribed fire techniques, and aircraft and equipment to adapt or use these developments to achieve long-term regional objectives.

Thorough knowledge of current training techniques, objectives, evaluation methods and designs.

Knowledge of the requirements imposed by legislation and regulations such as the National Environmental Policy Act, Endangered Species Act, Clean Air Act, Wilderness Act, etc.

Skill in oral and written communication in order to conduct daily business, to justify proposals and plans, and to organize present concepts and information.

Experience as a firefighter having performed work directly concerned with the control and extinguishment of fires sufficient to conduct a program to provide protection for refuge resources and values from wild fires and prescribed fires.

Working knowledge of vehicle and heavy equipment use and capability as related to needs of individual

field stations.

Factor 2. Supervisory Controls

The incumbent works independently with minimal supervision and guidance provided by the supervisor. Operates the fire management program based on Service policy and established management procedures. Develops specific regional action plans and resolves management problems and conflicts with refuge staff, and other Federal agencies. Changes in established operational procedures are discussed with the supervisor and concurred by the Assistant Regional Director. Completed work is reviewed in terms of meeting regulations and overall Service management objectives.

Recommendations and decisions are usually accepted as technically accurate, subject to overall review for conformance to policy and program objectives.

Factor 3. Guidelines

Guidelines primarily consist of Service/Departmental manuals, policy statements, fire law and statutes, and land management standards and principles. Considerable professional judgment and discretion are required in interpreting and adapting guidelines and/or to determine when deviations are necessitated in dealing with controversial issues or problems. The incumbent determines when problems require additional guidance.

Factor 4. Complexity

Assignments involve a broad range of duties in the field of fire management. Primary responsibility is to provide technical guidance, program development and review, coordination with resource uses, and coordination with other Federal, State and local agencies for a regional fire management program.

The land areas and the functional programs within the Region are characterized by a significant number of complex features that include: (1) terrain that varies from short grass prairies to forests, with varying elevation ranges; (2) thousands of acres of unique ecosystems, of which some may be wilderness areas and may contain artifacts and antiquities; (3) habitat that supports numerous wildlife species; (4) land areas that may contain threatened or endangered plants and animals; (5) variables involving geography, elevation, climate, ground cover, lightning occurrence, and rate of ignition and spread that have a decided effect on plans, methods, procedures and policies of all fire management activities; (6) a wide variety of fuels ranging from grasslands to forests, requiring different prescriptions for the use of fire as a tool; and (7) extended periods of drought, high winds, lightning, and other factors.

The work involves many areas of uncertainty, and the complex interaction of a number of technical, resource, administrative and socio-economic problems. This requires the development of new techniques, extension or modification of existing techniques in the resolution of a wide range of different issues in diverse environmental situations.

Factor 5. Scope and Effect

The purpose of the work is to provide technical and program management expertise to ensure the adequacy and effectiveness of the regional fire management program and its integration with all resource programs, objectives, and policies. The incumbent's work, through program design and review, field evaluations, and anticipatory action on incipient fire/refuge management problems has a significant effect or influence in the development and completion of regional and Servicewide fire/refuge management policies, programs, and actions.

Factor 6. Personal Contacts

Contacts are with refuge fire management officers, refuge managers, foresters, safety officers, subject matter experts in regional and Department headquarters, other Federal agencies, State and local officials, researchers, university officials, environmental groups, and private landowners.

Factor 7. Purpose of Contacts

Contacts are for the purpose of exchanging information, coordinating work efforts and plans, assessing adequacy of activities, providing technical advice and guidance, and resolving problems. Contacts also involve influencing or persuading other subject matter experts to adopt a particular course of action, or to change direction in a particular resource activity due to technical fire management considerations that are in conflict with a proposed resource objective and to identify issues to be resolved jointly with high level officials within and outside the agency.

Factor 8. Physical Demands

The work is primarily sedentary. A level of physical fitness is required that will allow the incumbent to work under periods of extended stress and intermittent physical exertion such as walking in rough terrain during field inspections or during fire assignments. Incumbent must meet the physical fitness level commensurate to the incumbent's highest "Red Card" qualification.

Factor 9. Work Environment

Work is usually performed in an office setting. Occasionally some exposure to discomfort or risk is encountered on field visits such as extreme heat or cold, or exposure to fire situations. Incumbent must wear protective clothing and other safety equipment when involved in prescribed fire and suppression activities.